



**HOW TO  
TAKE OUT YOUR  
FIRST PAPERS**

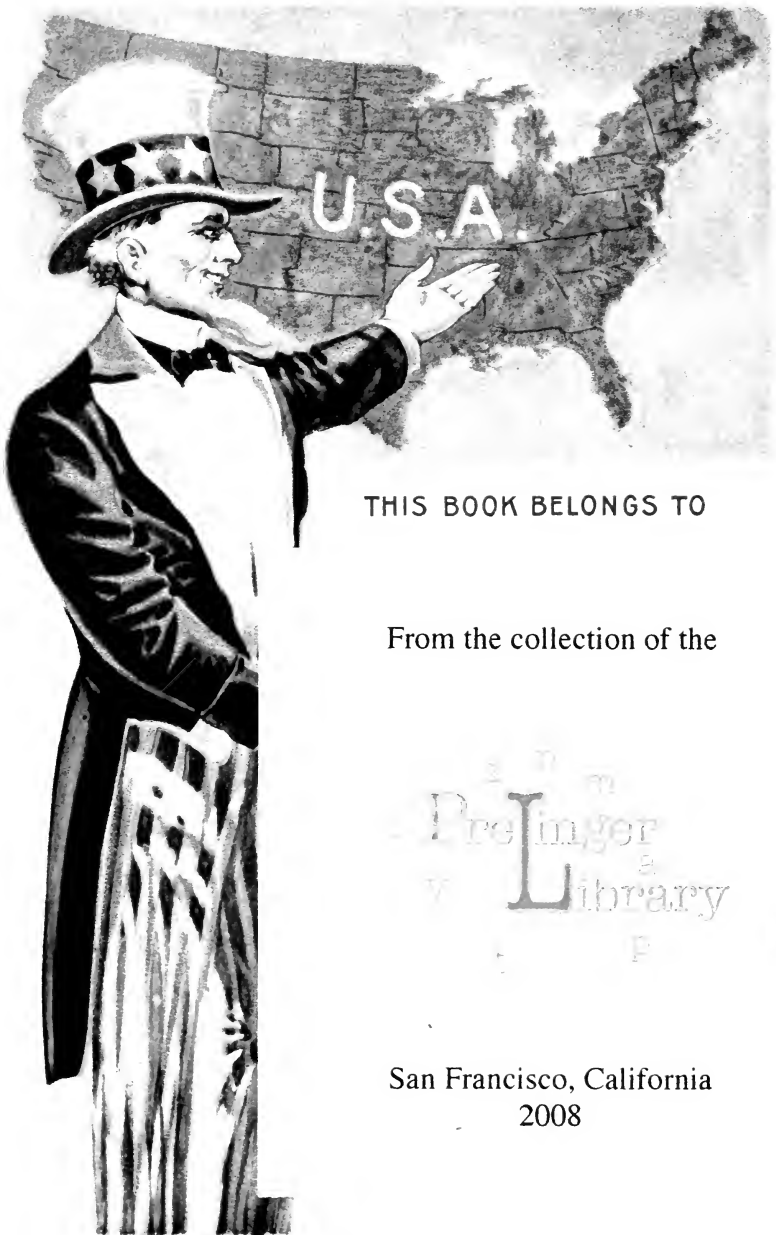
**AN EASY BOOK IN PLAIN ENGLISH**

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**METROPOLITAN LIFE  
INSURANCE COMPANY**

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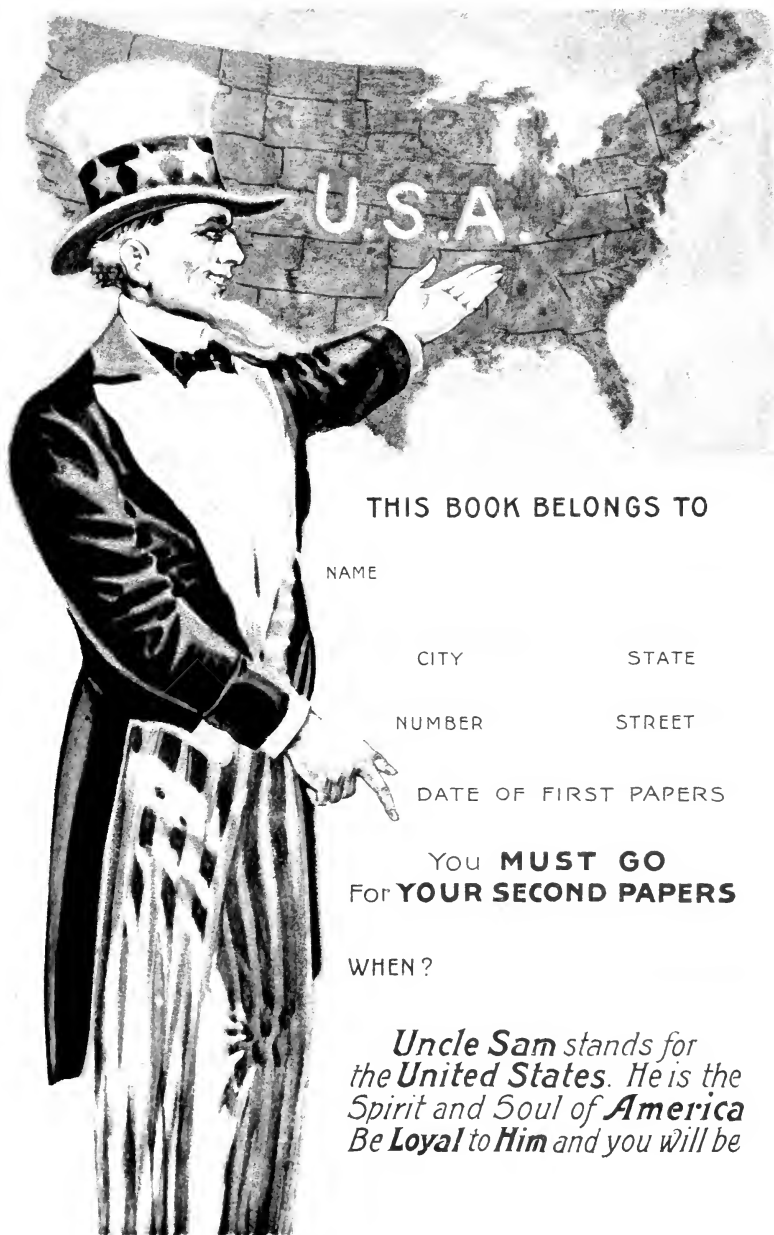
San Francisco, California  
2008

AIDS TO CITIZENSHIP SERIES

# How to Take Out Your First Papers

*An Easy Book in Plain English  
for the Coming Citizen*

METROPOLITAN LIFE INSURANCE COMPANY



THIS BOOK BELONGS TO

NAME

CITY

STATE

NUMBER

STREET

DATE OF FIRST PAPERS

You **MUST GO**  
For **YOUR SECOND PAPERS**

WHEN?

*Uncle Sam stands for  
the **United States**. He is the  
Spirit and Soul of **America**  
Be **Loyal** to **Him** and you will be*

AIDS TO CITIZENSHIP SERIES

# How to Take Out Your First Papers

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METROPOLITAN LIFE INSURANCE COMPANY

# IMMIGRANT SERVICE AND CITIZENSHIP BUREAU

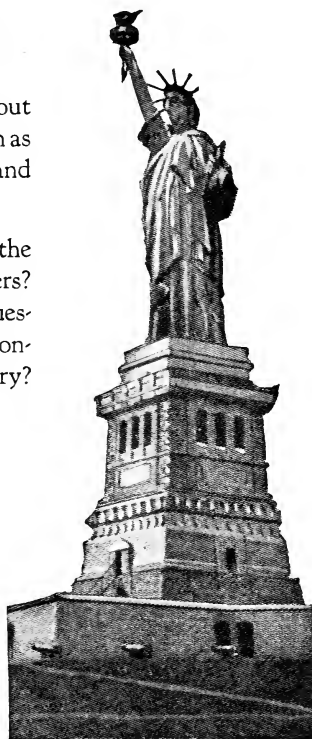
## Citizenship Service

Do you desire advice or aid in taking out your Citizen papers or information as to where and when to apply, and what you must know or do?

Are you expecting to go before the court for your final or second papers? Are you prepared to answer questions about the United States Constitution and the laws of our Country?

## Immigrant Service

Are you expecting your wife, family or other relatives from Europe? Is any member of your family detained at New York, Boston, Philadelphia or any other port of entry in the United States?



*If so, write to the office of the Metropolitan  
Life Insurance Company in your city, or to*

WELFARE DIVISION  
METROPOLITAN LIFE INSURANCE COMPANY  
1 MADISON AVENUE, NEW YORK CITY

# FOREWORD

*THIS booklet has been prepared by the Immigrant Service and Citizenship Bureau of the Metropolitan Life Insurance Company as a practical aid to Policyholders desiring to take out their First Papers (Declaration of Intention).*

*Many of our foreign born desire to become citizens. To do so they must obtain their initial papers. The following pages tell them how to go about it. The pages present, in the plainest possible manner, what the newcomer must do to take his first step toward American Citizenship.*

*The booklet is intended as a helpful guide during the waiting period between the First and Final Citizen Papers. Its purpose is to encourage the newcomer to take part in the life of the community and to absorb the spirit of American institutions and ideals.*

*It contains, however, something more than the mere facts and information necessary in filling out citizenship papers. It aims to promote a knowledge of the lives of great Americans whose example may lead the future citizen to a respect for and love of the flag and the tradition it symbolizes.*

*The Metropolitan issues this booklet as another step in its welfare service to the Policyholder. Further information on citizenship may be obtained from the Agent or by applying to the local Manager of the Company.*

METROPOLITAN LIFE INSURANCE COMPANY

## You Say to Yourself

I have come to America to make my home and living and build up a family.

I would like to become an American Citizen, but it is so much trouble and it must cost so much in time and money that I really cannot do it now.

Later, perhaps, when I become more American, I'll go and take out my First Papers.

They tell me that you have to have a couple of citizen friends to say a good word for you and swear that you're all right.

Time is money, I can't ask my American friends to lose a day's work for me, now.

Later, when I have more time and am better off, I'll ask my friend who has a "pull" to help me get my First Papers.

## Do You Know

That it is very easy to take out the First Papers, *yourself*?

It is so easy and so simple, in fact, that you will wonder why you did not think of doing it before.

You can go alone to answer the few plain questions.

All it costs is \$1—*not a penny more*.

No witnesses, no examination, no "pull" needed.

You simply go to a Clerk, give your name, tell where you live, how old you are, when you came to America, on what ship, and from what country you came.

## THAT IS ALL YOU HAVE TO DO

Of course, since you are asking for the First Papers, it means that you are giving up the old country to become a Citizen of the United States of America.



## Why Become a Citizen

If you have come here to make America your home, you will want to make America your Country and do your part as a Citizen in building it up.

America is a Republic in which the Citizens elect the Officers, who are the servants of the people.

WASHINGTON, FRANKLIN, LINCOLN, ROOSEVELT, and other noble Americans have helped to make our Nation for the benefit of the People and now it is for us who come after them to do our share in making America a still greater country.

As a Citizen, you have Rights and Duties.

Persons who are not Citizens are aliens in the United States, that is, they are outsiders; they belong to another country and are only foreigners here.

The moment you become a Citizen all your children under 21 years of age now in the United States become Citizens.

In many States Citizens *only* may own land or do business as a company.

You have the right to vote and to hold office.

Only Citizens can be employed by the United States, State or City Government.

The United States Government protects you at home and an American passport brings with it protection under the American flag, abroad.

## Where to Go for Your First Papers

You may take out your First Papers in the United States District Court, or in the County Court of your State. The District Court is located in the Federal Building of your City. The State Court is in the County Court House.

The Clerk's office is open from 9 a.m. to 4 p.m. daily; 9 a.m. to noon, Saturdays.

## What You Tell the Clerk

(Information for *First Papers*)

Write the Answer on dotted line

My name is.....

*Write your correct name in full. Spell it all out clearly.*

*Do not use initials. Write "John," not "J."*

Age.....years.

*How old are you? Give your age as of the last birthday.*

Occupation.....

*What do you work at? What is your trade or job?*

*Answer: Tailor, Machinist, Farmer, Motorman, etc.*

Color..... Complexion.....

*Are you white or black?*

*Is your face light or dark?*

Height.....feet.....inches. Weight.....

*How tall are you? Give number*

*How much do you weigh?*

*of feet and inches.*

*Give number of pounds.*

Color of hair..... Color of eyes.....

*Is your hair light or brown or black, or gray, or brown slightly gray,  
or black slightly gray? Are your eyes gray, blue, brown or black?*

Other visible distinctive marks.....

*If you have lost a hand, arm, leg or eye or are dumb or lame, or have  
body marks, say so; if not, write "none."*

[MORE ON NEXT PAGE]

MAKE AMERICA YOUR COUNTRY AS WELL AS YOUR HOME

## What You Tell the Clerk

(Continued)

Write the Answer on dotted line.

Where born.....

City or Town

Country

*Give exact name of village or town or city, also province.*

*Give name of country as it is now known.*

Date of birth.....

Month

Day

Year

*When were you born? Be careful to give exact month, day, and year  
by the American calendar.*

Present residence.....

Number and Street

City

State

*Where you live now. This must be correct. Read answer over several  
times to be sure you make no mistakes.*

Emigrated from.....

City or Town

Province

Country

*Place where you got on ship (or railroad) to come to America.*

Name of vessel.....

*Give name of ship on which you came.*

Last place of foreign residence.....

City or Town

Country

*Write here where you lived before coming to America.*

I am..... married.

*If not married, write "not" on this line.*

[MORE ON NEXT PAGE]

MAKE AMERICA YOUR COUNTRY AS WELL AS YOUR HOME

## What You Tell the Clerk

(Continued)

Write the Answer on the dotted line

The name of my wife is.....

*Give correct name in full. (If not married, do not write  
on this line.)*

She was born at.....

City or Town Country

*Give name of place and country where your wife was born.  
(If not married, do not write on above line.)*

I am now a Subject of and intend to renounce allegiance to

.....  
Name of King, Queen or Ruler of Country  
to which you belonged

.....  
Title of Ruler

Country

*This means you desire to give up the old country.  
If a citizen of a Republic, write name of Republic only.*

I arrived at the Port of.....

City or Town State

*Give name of City and State at which your ship arrived in U. S.*

On or about .....

Month Day Year

*Try to give correct month, day, and year when you arrived in the  
United States.*

Take this Booklet with the answers written out to the Clerk of the Court; it will give him the information he must have for your First Papers.

## Learn English

The fact that you can read this Booklet shows that you know English. If (unless dumb and blind) you are not able to speak, read or write the English language clearly, do not lose time, as the first aid to become a true American is to understand what is going on about you.

English is the language of Our Country. You must learn it or you will remain a helpless stranger in our midst.

The Court will not give you the Second or Final Citizen Papers if you cannot read or understand the English language.

## About Your Second Papers

To become a Citizen of the United States, you must take two steps:

1. Take out the First Papers.
2. At least two years after that, take out the Second or Final Citizen Papers.

This Booklet deals only with how to take out your First Papers.

For information or advice on Second or Citizen Papers, ask your Agent or write to the Metropolitan for the Booklet, *How to Take Out Your Second or Citizen Papers*.

## Study the Constitution

The Constitution of the United States is the Highest Law of the Land. It tells us how we are to be governed. You must learn what it says to understand the Government of the United States.

## What You Get from the Clerk

*Declaration of Intention or First Papers*

On the right-hand page is a copy of a Declaration of Intention or "First Papers," on which the Clerk of the Court writes the information you gave him.

The Clerk will ask you to raise your right hand and swear that what you told him is the Truth.

### REMEMBER

#### YOU SWEAR BEFORE THE CLERK OF THE COURT

That you are going to give up any duties, military or civil, you may owe to the king or other ruler of the country you came from;

That your mind is clear in its true desire to make America your Country as well as your home;

That you are ready to give your life, if called upon, for the United States, the Land of Liberty;

That you are not a Polygamist, which means that you believe in having but one wife;

That you are not an Anarchist, which means that you believe in Government, in Law and Order;

That you will obey the Laws of the United States, State, City or Town in which you live.

You swear that you desire to become a Citizen of the United States.

Do not forget, then, to go for your Second Papers, and complete your citizenship as soon as you may do so. This is a duty to yourself as well as to America, in which you now have your home and enjoy the benefits of Freedom and Democracy.

MAKE AMERICA YOUR COUNTRY AS WELL AS YOUR HOME

## A Copy of the First Papers

2307

Form 220a  
U. S. DEPARTMENT OF LABOR  
NATURALIZATION SERVICE

TRIPLICATE  
(to be given to the person making  
the Declaration)

No. 186192

MF 379- 457.

UNITED STATES OF AMERICA

### DECLARATION OF INTENTION

~~Is~~ Invalid for all purposes seven years after the date hereof

State of New York, }  
County of New York, } ss:

In the Supreme Court of New York County.

I, ALEXANDER MC. CARTHY, aged 32 years,  
occupation longshoreman, do declare on oath that my personal  
description is: Color white, complexion fair, height 5 feet 11 inches,  
weight 150 pounds, color of hair brown, color of eyes gray,  
other visible distinctive marks none.  
I was born in Co. Mayo, Ireland,  
on the 4 day of March, anno Domini 1886; I now reside  
at 152 Tenth Avenue, New York City, N. Y.  
(Give number and street.)  
I emigrated to the United States of America from Queenstown, Ireland  
on the vessel Carmania; my last  
(If the alien arrived otherwise than by vessel, the character of conveyance or name of transportation company should be given.)  
foreign residence was Co. Mayo, Ireland; I am married; the name  
of my wife is Annie; she was born at Ireland  
and now resides at 152 Tenth Avenue.  
It is my bona fide intention to renounce forever all allegiance and fidelity to any foreign  
prince, potentate, state, or sovereignty, and particularly to GEORGE V. KING OF  
GREAT BRITAIN AND IRELAND, of whom I am now a subject;  
I arrived at the port of New York, in the  
State of New York, on or about the 15 day  
of May, anno Domini 1904; I am not an anarchist; I am not a  
polygamist nor a believer in the practice of polygamy; and it is my intention in good faith  
to become a citizen of the United States of America and to permanently reside therein.  
SO HELP ME GOD.

Alexander Mc.Carthy  
(Original signature of declarant.)

Subscribed and sworn to before me in the office of the Clerk of said Court  
at New York City, N. Y., this 21 day of November,  
anno Domini 1918.

[SEAL]

By Bella L. Leary,  
Clerk of the Supreme Court.  
Special Clerk.

## Facts You Must Know

About Taking Out Your *First Papers*

You may take out your First Papers at any time after your arrival in the United States. Do it as soon as you can.

You must be at least 18 years old.

You must see the Clerk in person. You cannot do it by mail or send some one else to do it for you.

You do not need to take anybody along with you to the Court. No witnesses are needed.

You must go to the Court of the place in which you live. You cannot take out your First Papers in Chicago, if you live in New York.

You pay \$1 to the Clerk for the First Papers (Declaration of Intention). No more, no less. This money goes to the United States. Pay no one else.

You are asking to become a Citizen of the whole United States, not only of the City or State in which you live.

You do not have to know how to sign your name. Your mark will be enough.

You are taking the first legal step to become an American Citizen. The second step you may take two years from now, if you have lived at least five years in the United States and are 21 years of age or over.

The First Papers are no good after seven years from the time you got them. If you have kept them that long before going for your Second Papers, you will have to take out new First Papers.

Keep your First Papers in a safe place. You must not lose them, as you will need them for completing your Citizenship and also to show that you are a Declarant (have your First Papers).

In case you lose your First Papers, you will have to make out a form saying that you lost them and asking for another copy.



## Facts You Must Know

(Continued)

If you were born in the United States, you are a Citizen

If your father became a Citizen before you were 21 years old, you are a Citizen also, and can vote on your father's Papers.

Persons not belonging to the White or Black Race, Anarchists, Polygamists, Criminals, Insane, cannot become Citizens; they will not get First Papers.

Unmarried women and widows may take out First Papers in the same way as men.

If a woman marries a Citizen of the United States or her husband becomes a Citizen, she does not become a Citizen right away, but must take out her own Citizen Papers.

She does not have to take out the First Papers; she asks only for Second or Citizen Papers.

If a woman Citizen marries an alien she does not lose her Citizenship unless her husband belongs to the class of persons that are not allowed to become Citizens under the Law, or unless she goes before a Court and declares that she does not care to remain a Citizen.

A woman who before September 22, 1922, lost her Citizenship because she married an alien must apply for Second Papers to regain her Citizenship.

A woman whose husband is not a Citizen may become a Citizen herself by applying for First and Second Papers in the same manner as men or single women.

If the husband of a woman Citizen dies or they are divorced, she remains a Citizen.

You cannot take out First Papers during the thirty days before Election Day.

First Papers are officially known as Declaration of Intention.

Tell the truth, so that nothing in your First Papers can be questioned. It will help you when you go for your Second Papers.

## The True American

The true American believes in Liberty, Equality, Justice, Humanity.

The true American does not believe that Liberty means the right to do anything he likes. He knows that Liberty carries with it a sense of Duty.

The true American believes that "All men are created free and equal." He believes in the aristocracy of the People. There are no classes in America.

The true American is broad-minded and humane. His heart and hand go out to help the helpless. He respects women and the home.

The true American believes in freedom of religion, free speech, free press, as the foundation of the land. He obeys the rule of the majority.

The true American says: "Work, be happy, spend a little, save a little."

The true American believes in his own ability, but holds that the other fellow is as good as he and should have the same chance to life and happiness. He believes in equality of opportunity.

The true American has self-respect. He supports himself and his family and conducts himself as a free man should. He strives to own a home.

The true American is alert and enterprising. No work is too hard for him during working hours, no play too good for him when he is free. He works with a will, and wholeheartedly. He knows what he wants and goes after it. What he begins, he finishes.

The true American is upright and honest. He believes in fair play, the square deal, one price.

The true American is a patriotic American.

MAKE AMERICA YOUR COUNTRY AS WELL AS YOUR HOME

## The Father of Our Country



**GEORGE WASHINGTON**

FIRST PRESIDENT OF THE UNITED STATES

1789-1796



TAKING OATH OF OFFICE



AS GENERAL

## Ideals of the Republic

WE hold these truths to be self-evident, that all men are created equal; that they are endowed by their Creator with certain inalienable rights; that among these are life, liberty and the pursuit of happiness.—*Declaration of Independence, 1776.*

WE, the people of the United States, in order to form a more perfect union, establish justice, insure domestic tranquillity, provide for the common defence, promote the general welfare, and secure the blessings of liberty to ourselves and our posterity, do ordain and establish this Constitution for the United States of America.—*Preamble to the Constitution, 1787.*

MAKE AMERICA YOUR COUNTRY AS WELL AS YOUR HOME

## A Man of the People

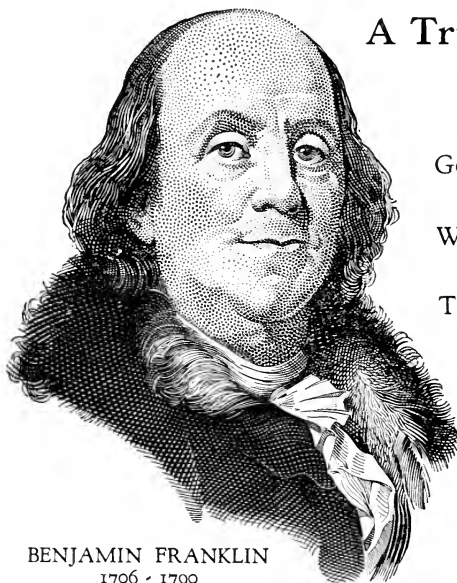


PRESIDENT LINCOLN said:

*America is a Nation*

“OF THE PEOPLE  
BY THE PEOPLE  
FOR THE PEOPLE”

*Lincoln was born in a Log Cabin. His life is the story of a great and gentle*  
MAN of the PEOPLE



BENJAMIN FRANKLIN  
1706 - 1790

## A True American

FRANKLIN SAID:

God helps them that help themselves.

We are never too old to learn.

There are no gains without pains.

One to-day is worth two to-morrows.

Let all your things have their places; let each part of your business have its time.

Lose no time; be always employed in something useful.

Resolve to perform what you ought; perform without fail what you resolve.

If you would know the value of money, go and try to borrow some.

For age and want, save while you may,  
No morning sun lasts a whole day.

Dost thou love life? Then do not squander time, for that's the stuff  
Life is made of.

Think innocently and justly, and if you speak, speak accordingly.

Wrong none by doing injuries, or omitting the benefits that are  
your duty.

Tolerate no uncleanness in body, clothes or habitation.

Be not disturbed at trifles, or at accidents common or unavoidable.

Read FRANKLIN'S *Poor Richard's Almanac*. You can get it in any public library.

## What You Should Read

Below are a few interesting books that will give you a good idea of the great men of America and the Country they helped to build up.

Read the beautiful story, *The Man Without a Country*, and the loving though sad picture of President LINCOLN, in *The Perfect Tribute*.

FRANKLIN, in his *Autobiography*, tells the story of his life in a simple but very charming manner. It is a noble example of plain living and high thinking.

You will also find the story of our country very well told in the history books given below.

These are but a few of the books you should read. They will make you *think* about America. From them you will learn to *love* America.

*The Man Without a Country* . . . . . EDWARD E. HALE

*Autobiography* . . . . . BENJAMIN FRANKLIN

*Poor Richard's Almanac* . . . . . BENJAMIN FRANKLIN

*The Perfect Tribute* . . . . . MARY R. S. ANDREWS

Lives of: GEORGE WASHINGTON—THOMAS JEFFERSON—ABRAHAM LINCOLN—ALEXANDER HAMILTON—U. S. GRANT—THEODORE ROOSEVELT—WOODROW WILSON—WILLIAM H. TAFT—WARREN G. HARDING—THOMAS EDISON—JOHN BURROUGHS—ANDREW CARNEGIE—JACOB A. RIIS.

*Ideals of the Republic* . . . . . THEODORE ROOSEVELT

*The American Commonwealth* . . . . . JAMES BRYCE

*The American Government* . . . . . FREDERIC HASKIN

*The Declaration of Independence*

*The Constitution of the United States*

*History of the United States* . . . . . EDWARD EGGLESTON

*Leading Facts of American History* . . . . . D. H. MONTGOMERY

*What to See in America* . . . . . CLIFTON JOHNSON

*You can get these books in any public library*

## The United States of America

### *Presidents*

GEORGE WASHINGTON . . . . .	1789	ABRAHAM LINCOLN . . . . .	1861
JOHN ADAMS . . . . .	1797	ANDREW JOHNSON . . . . .	1865
THOMAS JEFFERSON . . . . .	1801	ULYSSES S. GRANT . . . . .	1869
JAMES MADISON . . . . .	1809	RUTHERFORD B. HAYES . . . . .	1877
JAMES MONROE . . . . .	1817	JAMES A. GARFIELD . . . . .	1881
JOHN QUINCY ADAMS . . . . .	1825	CHESTER A. ARTHUR . . . . .	1881
ANDREW JACKSON . . . . .	1829	GROVER CLEVELAND . . . . .	1885
MARTIN VAN BUREN . . . . .	1837	BENJAMIN HARRISON . . . . .	1889
WILLIAM H. HARRISON . . . . .	1841	GROVER CLEVELAND . . . . .	1893
JOHN TYLER . . . . .	1841	WILLIAM MCKINLEY . . . . .	1897
JAMES K. POLK . . . . .	1845	THEODORE ROOSEVELT . . . . .	1901
ZACHARY TAYLOR . . . . .	1849	WILLIAM H. TAFT . . . . .	1909
MILLARD FILLMORE . . . . .	1850	WOODROW WILSON . . . . .	1913
FRANKLIN PIERCE . . . . .	1853	WARREN G. HARDING . . . . .	1921
JAMES BUCHANAN . . . . .	1857	CALVIN COOLIDGE . . . . .	1923

### *The United States*

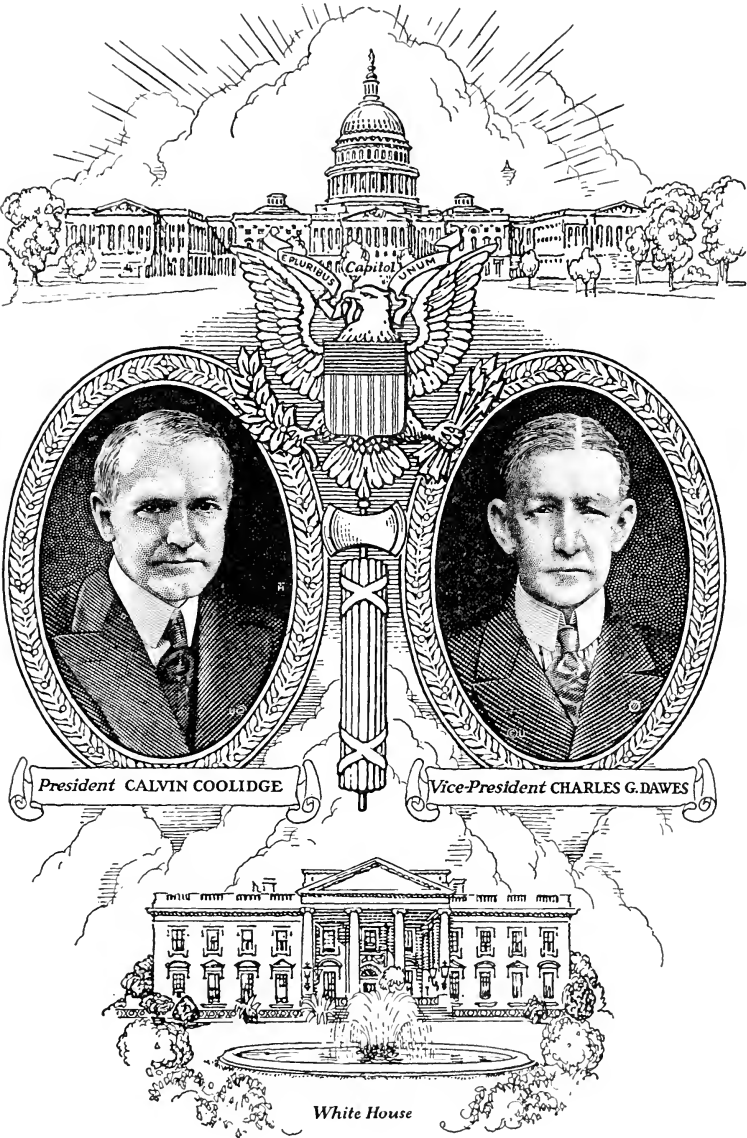
Alabama	Maine	Ohio
Arizona	Maryland	Oklahoma
Arkansas	Massachusetts	Oregon
California	Michigan	Pennsylvania
Colorado	Minnesota	Rhode Island
Connecticut	Mississippi	South Carolina
Delaware	Missouri	South Dakota
Florida	Montana	Tennessee
Georgia	Nebraska	Texas
Idaho	Nevada	Utah
Illinois	New Hampshire	Vermont
Indiana	New Jersey	Virginia
Iowa	New Mexico	Washington
Kansas	New York	West Virginia
Kentucky	North Carolina	Wisconsin
Louisiana	North Dakota	Wyoming

Alaska and Hawaii are Territories; Porto Rico and the District of Columbia, where Washington, the capital city is located, are Districts; the Philippines, a Possession.

POPULATION OF THE UNITED STATES  
Census of 1920—105,710,620



MAKE AMERICA YOUR COUNTRY AS WELL AS YOUR HOME



## A Few Words of Advice to the Coming Citizen

We know that you cannot make true Americans by merely telling them to be good Citizens.

The spirit of the true American must grow up in your heart and mind. It must become a part of your soul.

We offer these few words of advice to the sincerely serious person who wants to be a true American:

Read an American newspaper or magazine and become familiar with the spirit in which it is written.

Try to mix with the older American.

Get away, as much as possible, from immigrant centers where Old World subjects are always discussed.

Go out for the new, for the American topics of conversation.

Read the story of our Country; know its big events, its places of national interest, its institutions.

Read the *Declaration of Independence*, the *Constitution*, the messages of the President and other American Statesmen.

Read about the lives of great Americans; know something of our inventions, our products, our commerce.

Read the literature of America; attend public school lectures, visit our museums, our natural wonders.

If you will follow this advice, if you will let yourself into the *spirit* of America, you will be surprised how quickly you will act like an American, be proud of your Country, and do your full duty toward it.

As you begin to get this spirit, you will begin to give something to America—you will begin to take *your* part in making America a greater nation.

## American National Airs

### *Star-Spangled Banner*

Oh! say, can you see  
By the dawn's early light,  
What so proudly we hail'd  
At the twilight's last gleaming?  
Whose broad stripes and bright stars,  
Through the perilous fight,  
O'er the ramparts we watched  
Were so gallantly streaming?  
And the rocket's red glare,  
The bombs bursting in air,  
Gave proof through the night  
That our flag was still there,  
Oh! say, does that Star-Spangled  
Banner yet wave,  
O'er the land of the free,  
And the home of the brave?

FRANCIS SCOTT KEY

### *America*

(My Country, 'tis of thee)  
My country, 'tis of thee,  
Sweet land of liberty,  
Of thee I sing;  
Land where my fathers died,  
Land of the Pilgrim's pride,  
From ev'ry mountain side  
Let freedom ring.

My native country, thee,  
Land of the noble free,  
Thy name I love;  
I love thy rocks and rills;  
Thy woods and templed hills;  
My heart with rapture thrills  
Like that above.

SAMUEL F. SMITH

## The American Flag: Its Meaning

The first American flag is said to have been made by Betsy Ross, a widow. She owned a little shop on Arch Street, Philadelphia. The story goes that General Washington, with two friends, called on her in June, 1776, and asked her to make the flag for the new Republic. The flag she made had thirteen white stars in a circle in the blue field and thirteen stripes, red and white.

A year later—June 14, 1777—Congress made this the official flag of the Country. This day is now known as Flag Day.

As each new state entered the Union, a star was added until today the blue field of the flag contains forty-eight stars.

The American flag is known as "The Star-Spangled Banner," "Old Glory," or "The Red, White and Blue."

Every stripe, star, color, in it, means something vital to the life of the American people.

The thirteen stripes stand for the thirteen original colonies that banded together to fight for freedom and democracy.

The red stripes stand for the courage and bravery of the sons of America, who have given their lives that liberty may live.

The white stripes stand for freedom and peace, which all true citizens of America hold sacred.

The blue field means the loyalty of American citizens to the principles of our government, their readiness to uphold the Constitution of our country, and their devotion to the flag.

The stars represent the States in the Union, showing how America has grown from thirteen Colonies in 1776—when she declared herself a free people—to forty-eight States, now.

# THE FLAG: ITS BIRTH



BETSY ROSS  
and the  
FIRST AMERICAN FLAG  
1777



THE AMERICAN FLAG was officially authorized by the Continental Congress, June 14, 1777. Betsy Ross, of Philadelphia, is said to have made the first flag, at the request of General Washington.

